

Ming Chuan University Explanation of Consultation Procedures for Faculty Teaching

- I. Explanation of Consultation Procedures for Faculty Teaching
 1. Those faculty members whose scores on the Teaching Evaluation and the Faculty Evaluation are below standard are required to participate in Faculty Member Teaching Consultation.
 2. Each department and graduate school can establish a Departmental Teaching Promotion Subcommittee or empower another body (such as Departmental Curriculum Committee) to improve the teaching quality of the unit. The members are departmental administrators and faculty members with excellent rating in teaching and research (Please refer to attachment 1 for the guidelines of establishment.).
 3. Each school (center) can establish a School Teaching Promotion Subcommittee or empower another body (such as School Curriculum Committee) to improve the teaching quality of the school. The members are the Dean, departmental administrators and faculty members with excellent rating in teaching and research in the school (Please refer to attachment 2 for the guidelines of establishment.).
 4. The Academic Affairs Division will submit the roster of the faculty members whose score on the Teaching Evaluation is below standard to the Teaching and Learning Resources Center at the end of the semester. The Teaching and Learning Resources Center will inform each department administrator confidentially. The Research and Development Division will submit the roster of the faculty members who fail the Faculty Evaluation to the Teaching and Learning Resources Center. The Teaching and Learning Resources Center will inform each department administrator confidentially.
 5. After the department administrators receive the roster, they must arrange an interview with the faculty members who are to receive consultation confidentially to understand their questions and needs. The Departmental Teaching Consultation Meeting must be convened to integrate the departmental resources (such as inviting Departmental Teaching Promotion Subcommittee to provide teaching consultation) and discuss the relevant assistance measures (such as assigning teaching consultation teacher, suggesting teaching peers and senior faculty members to share their experiences, or requesting support from the Teaching and Learning Resources Center). After interviews with all the faculty members who are to receive consultation, the department can request teaching consultation support from the School by applying for a School

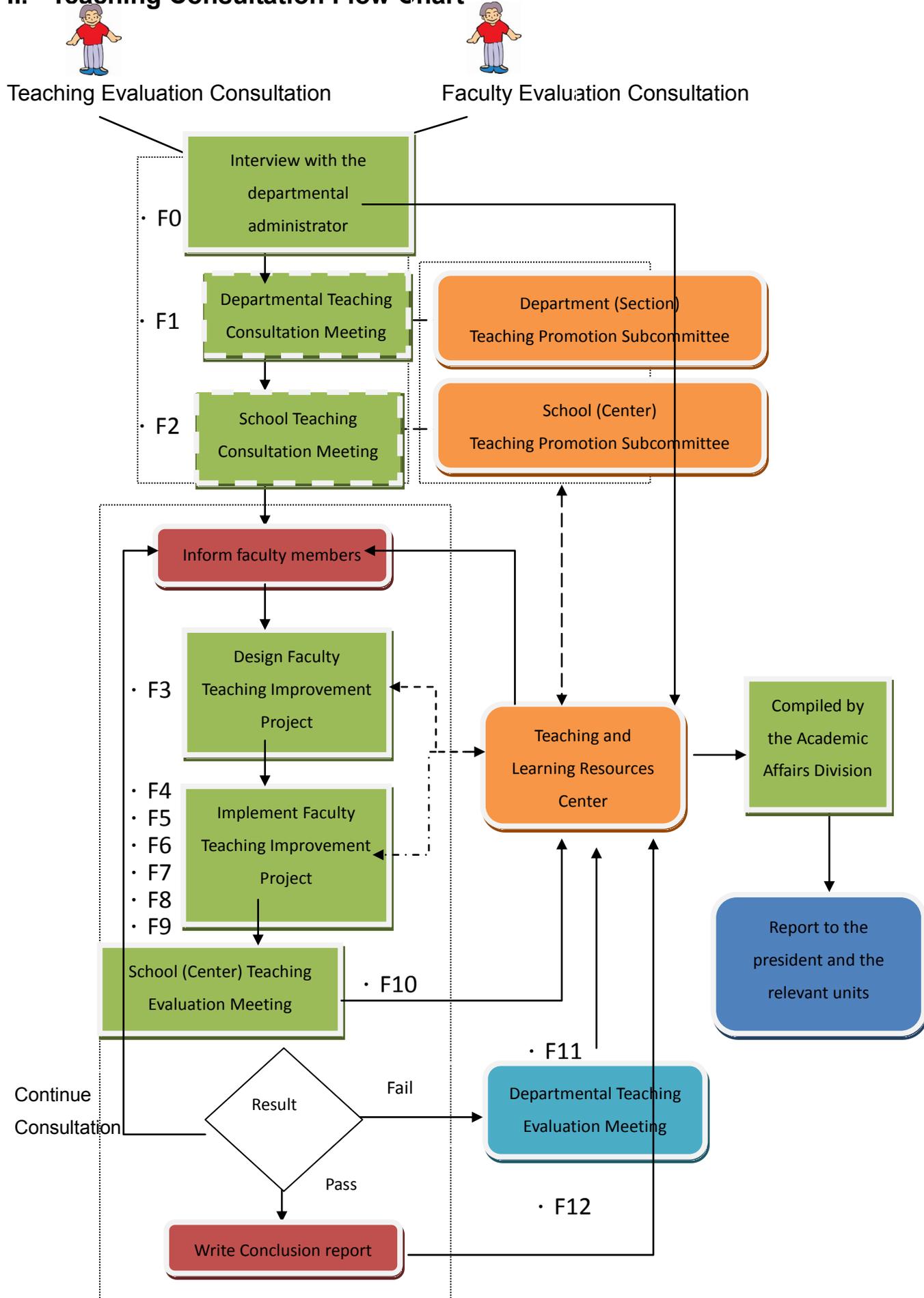
Teaching Consultation Meeting with the minutes of the relevant consultation measures and suggestions. The above procedures must be completed as soon as possible after receiving the relevant roster. Copies of the minutes of the Department Teaching Consultation Meeting must be provided to each faculty member who is to receive consultation, as well as to the Teaching and Learning Resources Center.

6. The Dean of the School must convene the School Teaching Consultation Meeting as soon as he or she receives the request to integrate the departmental resources (such as inviting School Teaching Promotion Subcommittee to provide teaching consultation) and discuss the relevant assistance measures (such as suggesting inter-department teaching peers and senior faculty members to share their experiences, or requesting support from the Teaching and Learning Resources Center). The School Teaching Consultation Meeting must provide copies of the minutes to the responsible departments and to each faculty member who is to receive consultation.
7. Each faculty member who is to receive consultation, with the support from the Teaching and Learning Resources Center, school, department and graduate school, must implement a teaching improvement project for one academic year after receiving the interview minutes from the administrator or the copy of minutes from the relevant teaching consultation meeting. These faculty members must accept teaching improvement consultation from the Teaching and Learning Resources Center, which includes writing and implementing a Faculty Member Teaching Improvement Project. During the implementation period, these faculty members can apply for the following assistance:
 - A. Class observation
 - B. Record and analysis of their teaching
 - C. Survey and analysis of their teaching
 - D. Consultation with teaching experts
 - E. Teaching demonstration (practice classroom)
 - F. Other relevant assistance
8. The faculty members who are receiving consultation must submit two copies of the Faculty Teaching Improvement Project Implementation Outcome Report before the end of the consultation. One copy is for the department administrator and the other is for the Teaching and Learning Resource Center.
9. The school (center) must convene a School (Center) Teaching Evaluation Meeting before the end of the consultation project, and evaluate the consultation outcome for determination to Continue Consultation, Pass or Fail. The roster of those with Fail ratings will be submitted to the departmental

teaching evaluation unit for drafting how to process these cases.

10. The Academic Affairs Division compiles the results of the School (center) Evaluation Meetings and the drafts of how to process the failed faculty members, and reports to the president and the relevant units.

II. Teaching Consultation Flow Chart



III. Explanation of the relevant teaching consultation forms

Form No.	Form Name	Consultation Stage	Note
F0	Department Consultation Interview Form	Department administrator interview	Identify issues and factors
F1	Department Consultation Form	Department Teaching Consultation Meeting	Minutes
F2	School Consultation Form	School Teaching Consultation Meeting	Minutes
F3	Faculty Teaching Improvement Project	Design Faculty Teaching Improvement Project	Written by the faculty member
F4	Teaching Video Analysis Report	Implement the consultation project	Analyze teaching video
F5	Teaching Observation Form		Teaching observation record
F6	Teaching Survey Report		Students complete questionnaires
F7	Faculty Consultation Record		Expert Consultation Record
F8	Consultation Process Report (including chronologic record of consultation process)		Compile the information of F4 to F7
F9	Faculty Teaching Improvement Project Implementation Result Report		Written by the faculty member
F10	Individual Consultation Evaluation Report		School Consultation Evaluation Meeting
F11	Department Case Processing Report	Department drafts how to process case	Minutes
F12	Conclusion Report	Close the case	Compile F1 to F10 and the teaching outcome (such as Teaching Evaluation Survey Results)

Attachment 1 Department of __ Guidelines for the Establishment of the Teaching Promotion Subcommittee (Sample)

- Article 1 These guidelines are established to achieve the teaching goals of the Department of __, cultivate teaching development atmosphere, and improve the teaching quality.
- Article 2 Duties of the subcommittee:
1. Develop evaluation tools and methods to implement the relevant affairs of evaluating teaching quality.
 2. Design plans to improve teaching quality.
 3. Convene meetings to evaluate teaching evaluation results and improvements for each course during the middle and end of each semester.
 4. Provide consultation on teaching improvement for each course in the department (such as inviting senior faculty members to share their experience in accordance with the questions of faculty who are receiving consultation on teaching).
- Article 3 The subcommittee is convened by the Chair of the department and consists of __ faculty members and one representative from the __ Department Student Association. The term of the subcommittee members is one academic year and the subcommittee members can be re-nominated when the term expires.
- Article 4 The subcommittee is convened twice every semester. The convener must invite the relevant full- and part-time faculty members to attend the meeting when the need arises.
- Article 5 The subcommittee resolutions must be reached with a majority of the total committee members present and with agreement by a majority of those present. The subcommittee members or students must avoid attending sessions in which issues at hand may involve a personal conflict of interest.
- Article 6 Upon being passed at the __ Department Affairs Committee Meeting, and approved by the School Affairs Committee and the Academic Affairs Committee, these guidelines were implemented. Any revision must follow the same procedure.

Attachment 2 School of __ Guidelines for the Establishment of the Teaching Promotion Subcommittee (Sample)

- Article 1 These guidelines are established to achieve the teaching goals of the School of __, cultivate an atmosphere of teaching development, and improve the teaching quality therein.
- Article 2 Duties of the subcommittee:
1. Design plans to improve the teaching quality of the School.
 2. Provide consultation on teaching improvement for each course in the School (such as inviting senior faculty members to share their experience in accordance with the issues of those receiving consultation on teaching).
- Article 3 The subcommittee is convened by the Dean of the School and consists of the department chairs and __ faculty members, each one representing their department or graduate school. The term of the subcommittee members is one academic year and the subcommittee members can be re-nominated when the term expires.
- Article 4 The subcommittee is convened twice every semester. The convener must invite the relevant full- and part-time faculty members or students to attend the meeting when the need arises.
- Article 5 The subcommittee resolutions must be reached with at a majority of the total committee members present and with agreement by a majority of those present. The subcommittee members or students must avoid attending sessions in which issues at hand may involve a personal conflict of interest.
- Article 6 Upon being passed at the __ School Affairs Committee Meeting, and approved by the Academic Affairs Committee, these guidelines were implemented. Any revision must follow the same procedure.